



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 5.1.6	Subject: WILD LAND FIRE CREW
Reference: DOC Policy No. 5.1.6	Page 1 of 13 and 4 attachments
Effective Date: August 16, 2007	Revision Date(s):
Signature/Title: /s/ Mike Mahoney / Warden	
Signature/Title: /s/ Gayle Lambert / MCE Administrator	

I. PURPOSE:

To outline the requirements for an inmate wild land fire crew program and facility work crew.

II. DEFINITIONS:

Agency - any federal, state, or local, government agency, or public or private nonprofit public service organization, with which the DOC has a human resource agreement or provides services

Fire Crew – For the purpose of this policy refers the Wild Land Fire Crew

Fire Crew Supervisor - The staff member assigned to coordinate, supervise, and monitor the fire crew projects.

Fire Crew Officers – Security officers that have been selected by MSP and trained by DNRC for wild land fire fighting.

Fire Crew Inmate Workers – Inmates assigned to work on the fire crew. This includes the A list that is the ten full time fire crew workers and the B list that is the five fire crew workers that come on only during active fire duty.

Active Fire Duty – The time that the fire crew is out fighting wild land fires, per the request of the Department of Natural Resources (DNRC) or Forest Service.

Non-Active Fire Duty – The time that the fire crew is working in the surrounding communities on approved projects or on MSP and MCE work assignments, per approval of MCE Administrator and/or Warden or designees.

Informational Briefcase - a briefcase that contains the following

- Copies of applicable policies and other memoranda.
- Logbooks.
- Necessary forms (count sheets; time sheets; incident reports; medical accident; employee work comp; use of force; grievance, etc.).
- Writing supplies.
- Copies of inmate picture cards and Basic Information Sheet.
- Necessary restraints.
- Emergency numbers of local law enforcement office, MSP, and DOC.
- Flashlight(s) and batteries.
- Necessary signage: i.e., camp perimeter ribbon or identifying items.
- General first aid kit.
- Evidence bags.

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III. PROCEDURES

A. Inmate Selection and Application Process

1. Inmates selected for the Fire Crew may perform work related to:
 - a. Suppression of wild land fires.
 - b. Community work projects.
 - c. MSP facility or MCE ranch land work projects.
 - d. Work projects for other state or local agencies.
2. Inmates assigned to the fire crew must meet the criteria established in *DOC Policy 5.1.3, Adult Participation in a Community Work Program*.
3. Inmates requesting assignment to the fire crew must submit an application to the Fire Crew Supervisor.
4. In addition, the DOC Investigators will review the inmate fire crew list and provide information if any inmate on the list is currently under review or suspicion. This may eliminate the inmate from fire crew consideration.
5. Prior to being selected, inmates must have the appropriate medical clearance and pass the required physical fitness tests that are specific to the fire crew.
6. The Fire Crew Supervisor will maintain a current list of eligible inmates for fire crew selection using an on going application and screening process.
7. The fire crew will consist of 10 full time inmate workers (A List), and an additional 5 inmate workers (B List), which will be assigned to active fire duty. These additional 5 inmates will be assigned to other facility work assignments during non-fire crew duty.
8. Each inmate assigned to the fire crew must read and sign a copy of the *Fire Crew Inmate Worker Rules form (attachment A)*. A copy of each signed rule agreement will be forwarded to the housing unit Case Manager and Records office for placement in the inmate case management files.

B. Fire Crew Supervisor and Officers

1. Fire Crew Officer Selection Process
 - a. Qualifications:
 - 1) Must be an MSP Correctional Officer with at least one year of continuous employment at Montana State Prison.
 - 2) Must have written authorization from their Shift Commander, who will consider the officers attendance and job performance. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.
 - b. Correctional Officers interested in volunteering for the position of Fire Crew Officer must obtain a volunteer sign-up form from the Personnel Office, fill it out and submit it to either the Fire Crew Supervisor or Personnel Office before the deadline on the posting.
 - c. Depending on the number of officers who volunteer for fire crew officer duty, final selection may be based upon an interview process
 - d. The selected volunteers must pass the Physical Assessment Pack Test (requires completion of a three mile walk carrying a 45 pound pack within 45 minutes). The Fire Crew Supervisor must coordinate all fire crew officer training with Command Post staff.

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2. Shifts
 - a. When called to active fire duty, two fire crew correctional officers will be assigned by the Shift Commander to accompany the Fire Crew Supervisor and fifteen inmates to the fire location.
 - b. At all times there will be three MSP/MCE staff assigned to go on active fire duty, and at least one officer will be on post for each shift at the camp.
 - c. During the evening non-working hours, the fire crew inmates will be supervised by the correctional officer assigned to that post.
 - d. Shifts are usually 14 hours each and can be up to 14 days in a row without a day off. While at the fire camp you may be assigned to work third shift. The MSP Warden and MCE Administrator or designees may extend active fire duty longer than 14 consecutive days due to an emergency situation. Overtime will be paid from the fire crew responsibility center.
 - e. Command Post staff will ensure that the selected fire crew officers are rotated on the fire crew assignments. The Fire Crew Supervisor will be assigned to each wild land fire unless he is unavailable for duty.
4. Fire Crew Supervisor Uniform:
 - a. Active fire duty – standard contracted agency approved clothing, which clearly identifies him/her as the Fire Crew Supervisor.
 - b. Non active fire crew duty – Standard work clothes as defined by *MSP 1.3.41, Employee Dress and Hygiene*.
5. Fire Crew Officer Uniform:
 - a. Active fire duty - standard contracted agency approved clothing, which clearly identifies him/her as an MSP Security Officer.
 - b. Regular security uniform when not assigned to active fire duty.
6. Training:
 - a. The Fire Crew Supervisor must coordinate all fire crew officer training (initial and refresher) with Command Post staff in advance of the training, so that appropriate shift coverage can be completed to minimize correctional officer overtime.
 - b. Each new fire crew officer recruit must complete the the Wildland Fire Basic Class and the S-131 Squad Boss Training program courses provided by the contracting agency prior to being assigned to the fire crew.
 - b. An annual training program will be required for all staff assigned to the fire crew. At a minimum, this training must cover the following topics:
 - 1) Performance criteria and standards.
 - 2) Security requirements.
 - 3) Staffing requirements (i.e., staff/inmate ratio per crew).
 - 4) Safety and health requirements for staff and inmates.
 - 5) Contraband control.
 - 6) Drug/alcohol testing requirements and procedures for inmates.
 - 7) Medical or security emergency procedures.
 - 8) Maintaining a professional distance and perspective with inmate workers.
 - 9) Conflict resolution practices.
 - 10) Timekeeping and record keeping procedures.
 - 11) Inventory and control of equipment and materials.
 - 12) Care and use of vehicles and equipment.

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- 13) Safety practices on use of all equipment.
- 14) Additional training requirements as required by the contracting agency.
- c. The Fire Crew Supervisor is responsible for maintaining procedures that ensure the following:
 - 1) Security.
 - 2) Public safety.
 - 3) High productivity.
 - 4) Quality of work.
 - 5) Good supervision and communication skills.
 - 6) Motivation skills.
- 7. The Fire Crew Supervisor will make assignments to fire crew officers while they are on active fire duty.

C. Fire Crew Inmate Worker Uniforms, Training, and Pay

- 1. Uniforms
 - a. Active fire duty - clothing will be contracting agency approved (e.g., Nomex pants and shirt, boots, hard hat, gloves, goggles, etc.) and their hard hats will bear markings clearly identifying them as inmates. If not in contracting agency approved clothing, inmates must wear state issued clothing.
 - b. Inmates working in the community may be required to wear clothing identifying them as an inmate.
- 2. Training
 - a. Each inmate must complete the basic fire-fighting course provided by the contracting agency.
 - b. Inmates must not be allowed to use any equipment unless they have received the appropriate training for it.
 - c. All training will be documented as to type and duration.
 - d. The Fire Crew Supervisor will conduct safety briefings with inmate crew members on a regular basis or as determined by the contracting agency.
- 3. Fire Crew Inmate Pay & Evaluations
 - a. Inmates assigned to the fire crew and working on non-active fire crew duty will receive inmate pay per *MCE 5.1.2.100 Inmate Fire Crew Payroll Procedures*.
 - b. Inmates working on active fire duty will be paid \$24 per day, regardless of the number of hours on the fire line. Inmates will have deductions from their pay in accordance with *MCE 5.1.2.100 Inmate Fire Crew Payroll Procedures, section B*.
 - c. Inmate management, job performance evaluation and correctives processes for inmates assigned to the fire crew will be handled in accordance with *MCE 5.1.2.100 Inmate Fire Crew Payroll Procedures, section D and E*.

D. Security Procedures

- 1. The Fire Crew Supervisor and fire crew officers must remember that their primary job is public safety and security. The Fire Crew Supervisor must train, supervise, and provide security and supervision for the fire crew, independent of whether they are on active or non-active fire duty. The Fire Crew Supervisor and officers will supervise the fire crew inmates, and perform continuous, random checks of inmate crew members that are physically separated while on active fire duty. When the fire crew is working at the MSP facility, on MCE Ranch lands, or on community projects the Fire Crew Supervisor will

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ensure the inmates are appropriately supervised as outlined in *MSP 3.1.100, Supervision of Inmates* and *MSP 3.1.14, Tool Control*.

2. The Fire Crew Supervisor and fire crew officers are responsible for supervising the fire crew in a manner that will allow the least possible opportunity for security breaches or negative behavior.
3. Because fire camps are often in remote locations where immediate assistance is seldom available, it is imperative that the Fire Crew Supervisor and officers familiarize themselves with the histories of the assigned inmate workers in order to anticipate potential problem areas.
4. The Fire Crew Supervisor and officers must always use sound judgment before taking any disciplinary action. As a general rule, they should take no action if they do not have the means to carry it out.
5. When assistance is deemed necessary to maintain order and control of the inmates, the Fire Crew Supervisor and officers will utilize security assistance from DOC/MSP staff whenever possible, and should not hesitate to use local law enforcement officials when necessary.
6. If, at any time, the Fire Crew Supervisor or officers feel that a particular work environment presents undue security risks, or a situation exists that threatens the security of the public, themselves, or the inmate workers they must:
 - a. Take appropriate immediate corrective action.
 - b. Contact the Shift Commander as soon as possible and inform him/her of the situation and seek advice.
7. If necessary, the Fire Crew Supervisor and officers will immediately remove the crew from the situation and return to the facility or a location where assistance can be rendered.
8. If the fire crew is removed, the Fire Crew Supervisor must contact the appropriate contracting agency(s) to notify them of the removal.
9. The Fire Crew Supervisor must brief inmate crew members on the following:
 - a. The physical perimeter or boundaries within which inmates must stay.
 - b. The formal count times and where they are expected to be during these counts.
 - c. That unauthorized contact with civilians is not allowed.
 - d. That the purchase or acquisition of any goods or property while away from the facility is not allowed.
 - e. Any disciplinary problems will be grounds for termination from the fire crew assignment.
 - f. That there is zero tolerance for any problems or unauthorized activity during non-active and active fire duty or performance of other assigned work duties.

E. Escapes

In the event of a suspected escape, the Fire Crew Supervisor and officer must:

1. Conduct an official count of all inmates to officially determine who escaped.
2. Continue supervising the rest of the crew, keeping them in one location, or in camp, where they can be closely observed. At no time is the fire crew to be left unsupervised by DOC staff. At least one fire crew officer must stay with the crew.
3. Activate escape procedures by notifying the Shift Commander, local law enforcement (sheriff's office or police department), and the contracting agency.

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4. Give the above authorities the following information on the escapee(s) (i.e. Basic Information Sheet):
 - a. His name and identification number.
 - b. Physical description (age, height, weight, race, hair color & length, etc).
 - c. What he was last seen wearing.
 - d. When and where he was last seen and what direction he may be heading.
5. Assist law enforcement personnel in any way they request.
6. Secure and inventory the inmate's possessions as evidence, checking for any information as to where he may be going.
7. Transport the remainder of the fire crew back to the facility.
8. Interview the remaining inmates separately as soon as possible to gather whatever information they can provide.
9. Write and submit a complete detailed incident report to the Shift Commander as soon as possible.

F. Medical Issues

1. Fire crew inmate workers:
 - a. When not on active fire duty, a fire crew inmate worker may be excused from work to attend scheduled medical call-outs.
 - b. When on active fire duty, the following procedures apply:
 - 1) Camp/field injuries or illnesses of inmates – the Fire Crew Supervisor or officer will notify all fire crew inmates to report any illness, injury, or medical problem immediately. Any inmate who reports a false problem will be cited for a disciplinary rule infraction and face possible removal from the crew.
 - 2) At no time shall the Fire Crew Supervisor or officers leave the crew unattended to escort an individual(s) for medical problems. The Fire Crew Supervisor and at least one officer must stay with the rest of the crew. The remaining officer(s) shall escort the ill or injured inmate to the contracting agency medical unit if available. The Fire Crew Supervisor must contact the Shift Commander, relaying all pertinent information.
 - 3) If the injury or illness is not assessed as serious, the inmate should stay in camp under supervision by a fire crew officer.
 - 4) If the illness or injury is assessed as serious, the inmate may be transported by contracting agency personnel and a fire crew officer to the nearest adequate medical facility.
 - 5) Whenever an inmate is taken to a medical facility the escorting fire crew officer will notify the Shift Commander as soon as possible, but no later than their arrival at the medical facility.
 - The Shift Commander will advise the fire crew officer of further arrangements for the inmate.
 - This will be coordinated with MSP transportation and medical staff and will include transportation as needed.
 - Fire crew inmate workers will only be allowed to lay-in for a maximum of 24 hours when at a fire camp.

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- After 24 hours a fire crew officer will transport, or arrange for other facility staff to transport, the inmate to the facility as soon as possible.
 - If infirmary staff determine an inmate has a medical condition that renders him unsuitable for fire crew assignment, the Fire Crew Supervisor will have the inmate held in from work and submit a job assignment/removal form to the unit Case Manager.
2. If the Fire Crew Supervisor or Officer is injured or becomes ill during active fire duty, and is unable to fulfill their duties, the Shift Commander must be notified immediately to request an additional officer or assistance as deemed necessary. At no time may the inmate fire crew be left unsupervised.

G. Documentation/Record Keeping

1. The Fire Crew Supervisor must maintain detailed documentation on all deployments of the fire crew.
2. Time sheets (inmates and staff):
 - a. The Fire Crew Supervisor and fire crew officers must maintain time sheets for themselves.
 - b. The Fire Crew Supervisor must maintain inmate time sheets and forward them to MCE accounting upon return to the facility.
 - c. The Fire Crew Supervisor must, approve officer time sheets, and forward them to the Command Post for final approval and submission to DOC payroll technician for processing.
 - d. The Fire Crew Supervisor must forward his/her time sheet to the appropriate supervisor for approval and submission to DOC payroll.
3. Daily Logs

The Fire Crew Supervisor and officers must maintain a logbook, making daily entries, and at a minimum will log all unusual occurrences, emergency situations, counts, and security checks.
4. The Fire Crew Supervisor will submit a monthly report to the MCE Administrator detailing the month's activities including active, non-active fire duty and community work.

H. Counts

1. The Fire Crew Supervisor and officers will conduct counts of fire crew inmates as outlined in *MSP 3.1.21, Inmate Counts*.
 - a. The Fire Crew Supervisor or assigned fire crew officers must report every count to the MSP Command Post by the most effective means possible.
 - b. Normally the counts will be called in using a cell phone. In instances where there is inadequate cell coverage the officers must coordinate the count call-in with DNRC staff and / or a local law enforcement dispatch center.
2. The Fire Crew Supervisor and officers should also complete a head count of the inmate workers as often as possible when the crew is deployed, including while traveling to and from the fire camp.

I. Communications

1. The Fire Crew Supervisor or officers must contact the Shift Commander at least twice each 24hour period, by whatever means of communication is available to them, to notify

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them of their location, progress, equipment needs, etc.

2. All vehicles used for deployment of the fire crew must be equipped with a radio transceiver to provide direct radio communication with the Shift Commander.
3. The Fire Crew Supervisor and every officer on duty at the fire location will be issued, and carry at all times, a portable radio. This radio must be kept on the primary MSP frequency, except when actually using other frequencies.
4. The Fire Crew Supervisor will be issued an MCE cell phone, which may be used in accordance with *DOC Policy 1.3.51, Cell Phone Use* and may be used when radio contact is not available. Personal cell phone use will not be allowed during on duty times by the Fire Crew Supervisor or officers. All precautions must be taken to ensure that inmates have no access to cell phones at any time.
5. If neither radio nor cell phone contact with the Shift Commander is possible, the Fire Crew Supervisor and officers must use a pre-established call-in report schedule, and must make arrangements to access a telephone at those times or make arrangements for DNRC to relay communication to the Shift Commander.

J. Vehicles and Equipment

1. The Fire Crew Supervisor and officers must adhere to procedures as outlined in *MSP 1.2.18, Fleet Vehicle Management*, and *3.1.22, Vehicle Operations* concerning the use of all vehicles and motorized equipment.
2. At no time while at a fire site or off MSP/MCE property will an inmate be allowed to operate a vehicle or control access to vehicle keys.
3. DNRC vehicles assigned to the fire crew and kept at the facility will be subject to key control procedures as outlined in *MSP 3.1.13 Key Control*.

K. Equipment, Tools, & Materials

1. The Fire Crew Supervisor will maintain a current inventory of all equipment, tools, and materials assigned to the fire crew program.
2. Specific equipment, tools, and materials will be assigned to the Fire Crew Supervisor on either a permanent or temporary basis, as needed. Tools not assigned to the fire crew must be obtained from the MCE Agriculture Director or MSP Maintenance Manager. All tools must be accounted for per *MSP 3.1.14 Tool Control*.
3. In addition to work-related tools, materials, and equipment, the Fire Crew Supervisor will ensure that the following items are taken when called to active fire duty:
 - a. Logbook(s).
 - b. Portable radio and state issued cell phone.
 - c. First aid kit.
 - d. Fire extinguisher.
 - e. Other designated and listed items.

L. Deployment and Fire Camp Procedures

1. Pre-Dispatch:
 - a. The Fire Crew Supervisor will ensure that all necessary equipment is available and operational before the fire crew leaves the facility.
 - b. The Fire Crew Supervisor will review the Fire Crew Inmate Worker Rules, and issues and items applicable to fire camp, with the fire crew inmate workers.

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- c. The Fire Crew Supervisor and officers will designate a gear pack for camp use that is kept packed with the state issued items listed on *attachment B* for each fire crew inmate worker.
 - 1) The Fire Crew Supervisor and officers will ensure these packs are supplied with sanitized amounts of the state issued items and will secure them in a designated location in the transporting vehicles.
 - 2) The fire crew inmate workers will be allowed to bring the personal property items listed on *attachment B* with them when deployed to a fire. The Fire Crew Supervisor and officers will oversee the placement of these personal items in the gear packs, ensuring the inmates only bring the items and quantities allowed.
 - 3) The Fire Crew Supervisor and officers will conduct a thorough search of each personal gear pack prior to loading them on the transporting vehicles prior to leaving and returning, and will randomly search the gear packs while at the fire camp.
 - 4) Immediately upon return from deployment the Fire Crew Supervisor and officers will conduct a thorough search of each gear pack for contraband with the assigned inmate being present. They will give the inmate his personal property items to take back to his housing unit. Unit staff will search the inmates and their belongings for contraband before they enter the unit.
- d. In advance of any fire call the Fire Crew Supervisor will ensure an initial attack pack is available for each fire crew officer and inmate, and that these packs are numbered and pre-packed according to *attachment C*.
 - 1) The Fire Crew Supervisor will ensure the initial attack packs are stored in the transport vehicle, which will be kept in a secure location as determined by the Fire Crew Supervisor.
 - 2) The Fire Crew Supervisor will inspect the initial attack packs on a random basis to determine that they contain the appropriate items.
 - 3) At no time will an inmate have an initial attack pack in their housing location or other area.
- e. The Fire Crew Supervisor will ensure proper tool control measures are implemented. The contracting agency is responsible for issuance and repair of all tools and equipment. The Fire Crew Supervisor must ensure that inmates have access to the proper tools.
- f. The Fire Crew Supervisor and officers will check each vehicle for readiness.
2. Notification and Documentation:
 - a. The Fire Crew Supervisor, fire crew inmate workers, officers, and equipment must be ready for deployment within two hours of notification by the contracting agency.
 - b. The contracting agency fire dispatcher will notify the Shift Commander when the fire crew may be needed, and the time the crew is expected to dispatch.
 - c. The Shift Commander must notify the duty officer, MCE Administrator, and the

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Fire Crew Supervisor of the call and the location of the fire. Command Post staff will contact the fire crew officers that are on the fire duty rotation sheet until two officers are contacted and are available to go on the fire call.

- d. The Shift Commander must notify the housing units, or direct the Fire Crew Supervisor to notify the housing units of the dispatch call, and order them to begin preparing the fire crew inmate workers for the pending arrival of the Fire Crew Supervisor. At no time will the location of the fire be given to staff in the housing units or inmates on the fire crew.

- e. The Fire Crew Supervisor will generate written documentation for each active duty fire call and forward them to the Shift Commander for approval.

Documentation must include:

- 1) Name and rank of all fire crew officers accompanying the crew.
- 2) Name, ID number, and housing unit of each inmate deployed.
- 3) Destination – location of the fire camp, a contact person, and contact phone numbers.
- 4) Estimated day and time of:
 - Departure from the facility.
 - Arrival at camp.
 - Departure from camp.
 - Arrival at facility.
- 5) Full description and license plate number of each vehicle used.

- 3. Activation:

The Fire Crew Supervisor must ensure:

- a. Communication equipment is loaded.
- b. Fire crew inmates are on transport vehicle.
- c. Inmates only bring the property items listed on *attachment B*.
- d. Necessary equipment is loaded.
- e. Sack lunches are prepared and loaded (if applicable).
- f. Informational briefcase is complete and loaded.
- g. Law enforcement agencies are notified of the departure time, destination, and route.
- h. In-transit rules are enforced.
- i. Reasonable rest stops are planned.

- 4. Arrival:

- a. The Fire Crew Supervisor must check in with fire camp operations center staff upon arrival at the fire location.
 - 1) The Fire Crew Supervisor and fire camp operations center staff will assess the situation, and establish a standard of operation that meets both the security requirements of MSP and the contracting agency.
 - 2) Necessary operational changes and adjustments will be made to ensure that proper security, safety, and supervisory practices are maintained.
 - 3) The location of the fire crew camp must be separated from and off limits to other fire fighting crews.
- b. In the event that the Fire Crew Supervisor or officers are not satisfied that adequate security is possible due to the specific camp environment, they must take appropriate action. If the problem cannot be rectified by the Fire Crew Supervisor and Contracting Agency the Fire Crew Supervisor must immediately

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notify the Shift Commander and inform him or her of the situation. The Shift Commander may confer with the Duty Officer, MCE Administrator, Fire Crew Supervisor and the contracting agency to resolve the problem, or a decision may be made that the fire crew is to return to the facility.

- c. The Fire Crew Supervisor, with help from the officers will establish the fire crew camp perimeter. When fire crew inmate workers are not on duty assignments, they will not be allowed, under any circumstances, to go beyond the established perimeter.
- d. The Fire Crew Supervisor will determine the crew camp layout and sleeping arrangements.
- 5. Camp Protocol:
 - a. Inmate Movement:
 - 1) The Fire Crew Supervisor and officers will ensure the fire crew moves as a group.
 - 2) Any other type of inmate movement must be pre-approved and monitored by the Fire Crew Supervisor and/or the officers.
 - b. Interaction with inmate workers:

The Fire Crew Supervisor and officers must ensure:

 - 1) Inmates not actively fighting fires, or completing fire related business are only allowed to interact with MSP/MCE staff, other MSP inmates, and the DNRC crew boss.
 - 2) Inmates who are actively fighting fires or completing fire related business must have limited interactions with others for work-related purposes or attaining basic services such as food, restroom and shower activities.
 - c. Daily Briefing by Agency in Charge:
 - 1) The Fire Crew Supervisor or designated officer will attend any briefings related to the fire.
 - 2) The Fire Crew Supervisor will conduct briefings with the other fire crew officers and fire crew inmate workers to exchange information, evaluate crewmembers, and promote teamwork.
 - d. The Fire Crew Supervisor or designated officer will obtain necessary supplies from the contracting agency.
 - e. On a random basis supervisory staff from MSP and MCE will conduct a fire crew location site review.
 - 1) This review may be conducted by any Administrative official from a Unit Manager, Command Post staff or higher.
 - 2) Every random review will require the completion of a report outlining the observations, noting both positive issues and potential problem areas.
 - 3) All problems must be resolved immediately on site or the fire crew may be returned to the facility.
- 6. Demobilization:
 - a. The Fire Crew Supervisor must ensure all checkout procedures, including payroll, supply; inventories, counts, etc. are completed prior to leaving the fire location.
 - b. The Fire Crew Supervisor or officer designee will notify the Shift Commander of the return travel itinerary.
 - c. The Fire Crew Supervisor must ensure:

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- 1) Communication equipment is loaded.
 - 2) Fire crew inmates are on transport vehicle.
 - 3) The inmates and gear packs are thoroughly searched to ensure the inmates don't have on their person or in their assigned gear pack any item not listed on *attachment B*.
 - 4) Necessary equipment is loaded.
 - 5) Sack lunches are prepared and loaded (if applicable).
 - 6) The informational briefcase is complete and loaded.
 - 7) Appropriate law enforcement agencies are notified of the departure time, destination, and route.
 - 8) In-transit rules are enforced.
 - 9) Reasonable rest stops are planned.
7. Arrival at the Facility
- a. Upon arrival at the facility the Fire Crew Supervisor and regular shift officers will strip search each fire crew inmate and search his personal items before he enters the double fenced perimeter or Work Dorm housing unit.
 - b. Each inmate will also be administered a UA test prior to returning to their room. Any inmate who refuses to take a UA test or attempts to interfere with a test will be given a write-up, placed in PHC, and lose their position on the fire crew.
 - c. All gear packs will be searched. The inmates will be allowed to take only the personal property items listed on *attachment B* back to their housing units. The Nomex and state issue clothing and linens will be processed as noted on *attachment B*. If an inmate has any item in his gear pack that isn't listed on *attachment B* staff will process them as contraband. Appropriate disciplinary action will apply, and the inmate will be removed from the fire crew.
 - d. The Fire Crew Supervisor will search all gear, vehicles, equipment boxes, and equipment for contraband immediately upon return to the facility from active fire duty. If circumstances do not permit an immediate search, the Fire Crew Supervisor and officers put the vehicles and equipment in a locked and controlled area, away from any inmate access, until the time that they can conduct a thorough search of the vehicles and equipment. They will store all vehicles and equipment in designated areas after the searches.
 - e. The Fire Crew Supervisor will search all inmate initial attack packs in detail and place them in the appropriate storage location.

M. MSP/MCE Facility and Community Work Projects

1. The fire crew will be supervised at all times during non-active fire duty by the Fire Crew Supervisor.
2. The MCE Administrator and Warden will develop a list of projects for the fire crew to work on while not on active fire duty. The project list will determine the work that will be done on a continual basis by the fire crew, as well as special projects. A priority listing will be established for each project.
3. Prior to starting any work projects inside of the fenced compound, or near the perimeter fence, the Fire Crew Supervisor will work with the Shift Commander to ensure the appropriate paperwork and security authorizations are approved.
4. All community work projects will require the completion of the *Community Work Project form, Attachment D*. After proper approvals the work will be scheduled. The number of

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community work projects allowed per year may be limited, depending on the amount and type of DOC work projects.

5. All applicable DOC, MSP, and MCE policies and operational procedures will apply to the fire crew while working at the facility or in the community.

NOTE: All situations, which occur, cannot be covered in this operational procedure. Officers must use good common sense and their best judgment at all times. State and Federal law, and DOC, MSP, and MCE policy and procedure should be the basis for any decision.

IV. CLOSING:

Any questions should be referred to the MCE Administrator or Warden.

V. ATTACHMENTS

Wild Land Fire Suppression Crew Inmate Worker Rules form
 Wild Land fire suppression crew inmate gear packs
 Initial attack pack
 Community Work Project form

Attachment A
 Attachment B
 Attachment C
 Attachment D

MSP WILD LAND FIRE SUPPRESSION CREW INMATE WORKER RULES

Inmate Community Work Rules & Regulations:

1. Inmates are prohibited from operating a motor vehicle away from the facility (exception: Heavy equipment items or State Vehicles may be operated with approval by the facility). No inmate will operate a motor vehicle for any reason without a current Montana State Driver's License.
2. Inmates may not at any time leave assigned work sites.
3. Whenever possible, inmates will take rest breaks away from public view and in a manner that limits public contact.
4. Inmates must wear safety and protective clothing and eye covering while working.
5. Inmates must immediately report all injuries, safety hazards, and broken or malfunctioning equipment to the supervisor.
6. Inmates may not possess, use, or have in their control any item considered contraband in accordance with Department Policy 3.1.16, Contraband Control.
7. Inmates will stay away from hazardous equipment while it is in operation.
8. Inmates may not ride on vehicles or equipment in an unsafe manner.
9. Inmates will follow all instructions given by supervisor(s).
10. Inmates will be courteous and respectful toward staff/supervisors and members of the public at all times.

I have read, or had read to me, the _____ rules contained in this employment
Orientation material. Job Title

Inmate Name (*Please Print*)

Inmate Signature

DOC ID #

Date

Supervisor or designee signature

Date

**MSP WILD LAND FIRE SUPPRESSION CREW INMATE GEAR PACKS
(Red Bag)**

State Supplied Items:

Hygiene

1	toothbrush	2	bars of soap
1	tube toothpaste	1	bottle of shampoo
1	comb	1	deodorant
2	safety razors	1	pair shower shoes

Clothing

14	pairs of socks – white	2	thermal tops – white
14	t-shirts – white	2	thermal bottoms – white
14	briefs or boxers – white	1	pair of gloves
2	Nomex shirts (yellow)	2	pair Nomex pants (green)

NOTE: Upon return from a fire the Fire Crew Supervisor will:

- Take the state issue and Nomex clothing to the Work Dorm to be laundered. Upon completion of laundering the Fire Crew Supervisor will give the clothing to the Work Dorm officers who will secure them in the Work Dorm Case Manager's office. At no time will staff allow the clothing to be handled by an inmate.
- Replenish the gear packs with necessary items.

Allowable Personal Property Items

1	pair boots	1	pair tennis shoes
1	ball cap – blue	1	pair shorts – grey
1	pair eye glasses	1	pair boot laces
1	watch	2	pens / pencils (any combo)
1	wedding ring	1	tablet writing paper

NOTES:

- Upon notification of fire crew deployment unit staff and the Fire Crew Supervisor will ensure that fire crew inmate workers leave the housing unit with only these items of personal property.
- Upon return from fire crew deployment unit staff and the Fire Crew Supervisor will ensure fire crew inmate workers return to and enter the housing unit with only these items of personal property.
- **If an inmate has any item that isn't listed above in his gear pack or possession when departing or returning staff will process them as contraband. Appropriate disciplinary action will apply, and the inmate will be removed from the fire crew.**

MSP WILD LAND FIRE SUPPRESSION CREW INITIAL ATTACK PACKS

The attack packs are packed and issued by the DNRC and contain the following:

- 1 fire shelter
- 3 1 quart canteens
- 1 headlamp with batteries
- 1 set goggles
- 1 pair gloves-leather
- 1 file, 10" with handle
- 1 first aid kit, individual
- 1 roll toilet paper
- 1 roll flagging, red/white
- 1 hardhat with chinstrap
- 1 pair ear plugs
- 1 Incident Response Pocket Guide

NOTE: In addition, during active fire duty attack packs may include medically necessary prescriptions and supplies.



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
COMMUNITY WORK PROJECT REQUEST FORM**

PROJECT INFORMATION

Requesting Agency <input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> State Agency <input type="checkbox"/> Non Profit <input type="checkbox"/> School District	<input type="checkbox"/> City <input type="checkbox"/> County Other: _____	Number of Inmates Needed _____	Request Date _____
Contact Person: _____ Telephone Number: _____				
<u>Inmate(s) Name, DOC ID# and Living Location:</u>				
<u>Project Description:</u>				
<u>Location:</u> (Provide sufficient detail for emergency assistance)				
Payment Terms: _____ Project Work Hours: _____				
Projected Start Date: _____ Projected Completion Date: _____				

FACILITY INFORMATION

Facility/Program Name: _____	Region (If applicable): _____
Facility Project Supervisor Name: _____	Telephone Number: _____
Note Agency Project Responsibilities:	

REQUESTING AGENCY OR ORGANIZATION INFORMATION

Transportation Provided By Requesting Agency <input type="checkbox"/> Yes <input type="checkbox"/> No	Method of Transportation: (Indicate One) <input type="checkbox"/> Van <input type="checkbox"/> Pickup <input type="checkbox"/> Bus <input type="checkbox"/> Other: (Specify) _____	Vehicle Capacity _____
Tools, Supplies and Safety Equipment to be used:		
Provisions for food and water:		
Name(s) of Supervisor(s) who will provide safety instructions and oversee work:		

Provisions for access to restrooms <i>(Identify Type and Location):</i>	
Identify additional assistance being provided by requesting agency:	
Requesting Agency Project Supervisor Name: _____ Telephone Number: _____	
<u>ACCOMODATIONS PROVIDED BY MONTANA DEPARTMENT OF CORRECTIONS</u> <i>(To be filled out jointly with Requesting Agency)</i>	
Size of Inmate Work Force: _____ Number of Correctional Staff Assigned: _____	
Special Needs (i.e. clothing, equipment) _____	
Mobile Communications (i.e., cellular phone, hand held radio): _____	
Food Service: _____	
Vehicles: _____	
Armory: _____	
Other: _____	
<u>HEALTH AND SAFETY REVIEW</u> <i>(Complete only if Warden/Superintendent or Contract Placement Bureau Chief request a safety and health review.)</i>	
I have evaluated the above referenced project, which has also been reviewed by certified personnel provided by the requesting entity. My decision regarding the project is as follows:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ <div style="text-align: right;">MDOC Safety Manger or Designee</div>	
<u>PROJECT RECOMMENDATION AND AUTHORIZATION</u>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for Denial <i>(i.e., staff resources, etc.)</i>	
Signature: _____ Date: _____	
Requesting Agency Representative	
Signature: _____ Date: _____	
Warden/Superintendent/Facility Administrator	
Signature: _____ Date: _____	
Contract Placement Bureau Chief <i>(if necessary)</i>	
<p><i>This form is filled out by the requesting supervisor and submitted to the respective Case Management Team. Case Management Team: Attach this form to the Inmate Eligibility/Screening Form.</i></p> <p><i>This Agreement shall be effective upon signature and shall remain in effect until the project completion date or until such time as either party terminates said agreement.</i></p>	